



Integrated Financial Management Program

Steering Council Charter

Version 2.0

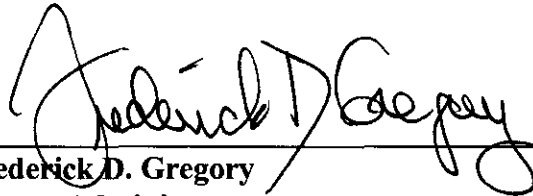
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SIGNATURE PAGE



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7 Sep 04

Date



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Date

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description of Change
Baseline			Initial document baseline
Revision	V2	8/16/04	Multiple changes, including revised membership

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1. PURPOSE

This charter establishes the Integrated Financial Management Program (IFMP) Steering Council and sets forth its functions, membership, meetings, duration, and records disposition.

The IFMP Steering Council is a decision-making body established as a sub-council to the Operations Council. The IFMP Steering Council is the principal forum for establishing programmatic direction and ensuring that the program meets NASA's business objectives. The mission of the IFMP is to improve financial, physical, and human resources management processes throughout the Agency. IFMP will re-engineer NASA's business infrastructure in the context of industry "best practices" and implement enabling technology to provide the necessary management information to support the Agency's strategic plan implementation.

2. APPLICABILITY/SCOPE

The scope of this charter applies to the IFM Program and to all NASA organizations that participate in the implementation and operations of all IFMP activities.

3. AUTHORITY

1. Integrated Financial Management Program Commitment Agreement and amendments.
2. 42 U.S.C.2473©(1) of the National Aeronautics and Space Act of 1958, as amended.
3. The NASA Organization, NPR 1000.3.

4. RESPONSIBILITIES

The IFMP Steering Council establishes the Level I Agency business drivers and reviews and approves any significant scope changes that may affect the achievement of those drivers. The Council examines and approves IFM Program strategies, including project sequencing and priorities, and ensures that the program is progressing according to stated plans. The Steering Council also ensures that adequate business infrastructure support exists as an inherent requirement for achieving mission success and further ensures that delivered capabilities align with the Agency's overall Enterprise Architecture. Any recommendations to modify Commercial-off-the-Shelf (COTS) core software will be reviewed by the Council for approval.

The Steering Council will provide IFM executive sponsorship and transformation leadership to all organizational levels.

The Steering Council will review the Program Commitment Agreement addendum and high-level scope for each IFM module as it completes the formulation phase in order to establish the baseline for implementation.

The Steering Council will review and approve the program's annual budget to ensure alignment with the overall sequencing and priorities. This Steering Council review shall be performed prior to the program's budget submission to the Operations Council.

5. MEMBERSHIP

The Council's membership shall reflect a diverse set of views that can provide appropriate checks and balances to the IFM Program. The Chief Operating Officer (NASA Deputy Administrator) chairs the IFMP Steering Council and possesses ultimate decision-making authority for the IFMP Steering Council. Members of the Steering Council include the following:

- a. Chief Operating Officer/Deputy Administrator (Council Chairperson).
- b. Chief Financial Officer.
- c. Associate Administrator for Institutions and Management.
- d. Chief Information Officer.
- e. Program Executive Officer for Integrated Financial Management.
- f. Chief Engineer.
- g. Exploration Systems Associate Administrator.
- h. Space Operations Associate Administrator.
- i. Science Associate Administrator.
- j. Aeronautics Research Associate Administrator.
- k. Space Operations Center Representative.
- l. Science Center Representative.
- m. Aeronautics Research Center Representative.

Others may be invited by the Council chair to attend selected meetings to address specific topics.

6. MEETINGS

The IFMP Steering Council shall meet quarterly as determined by the chair. The chair may call additional meetings as necessary.

7. DURATION

The IFMP Steering Council shall remain in existence until NPR 1000.3 is cancelled or amended.

8. RECORDS

The IFM Program Office is responsible for the maintenance of this charter and all other records associated with the IFMP Steering Council.

A member of the IFM Program Office shall serve as the Executive Secretary to assist in establishing a meeting agenda, to record and distribute meeting

minutes, and to track actions. The Executive Secretary will maintain all written presentations to the Council as well as a short summary of all verbal presentations.